



NORTHWEST
TERRITORIES

INSTRUCTIONS

FOR

REVISION

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of Canada

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REVISION INSTRUCTIONS FOR ENUMERATORS

1. WHAT IS IT?

The returning officer has passed on to you, in writing, the authority to make changes and additions to the preliminary list of electors; that process is called REVISION.

2. WHEN?

REVISION begins as soon as you have finished copying the preliminary list and continues until 8 p.m. on Wednesday, the 19th day before polling day. On this last day of revision, you must be available at the address published in the "Notice of Enumeration and Revision" (F.305) between the hours of 4 p.m. and 8 p.m. (The returning officer has given you that date on F.305.)

It is your responsibility to add to the list any *qualified elector* who did not have his name entered on the list at enumeration. The preliminary list and your statement of changes and additions make up the *official list* that will be used on polling day. If an elector's name is not on the list, he may lose his right to vote. Although there is a way for a person whose name is not on the list to be "sworn in", this cannot be used by everyone and an elector whose name is not on the list may NOT vote at an advance poll or by proxy. Therefore, make your list as complete and correct as possible during this period of revision.

3. HOW?

ANY PERSON has the right to see your copy of the preliminary list and suggest that certain changes or additions be made. If you believe that any part of your list is in need of correction, then you must -

MAKE CORRECTIONS IN THE INDEX BOOK IN THE FOLLOWING WAY:

- Place the DATE and your INITIALS beside each change or addition that you make

- If you make a change, use ink of a different colour
- DO NOT ADD TO OR CHANGE CONSECUTIVE NUMBERS
- Work as neatly as possible

THESE ARE THE KINDS OF CORRECTIONS that you should make in the index book:

- ADD the name of a qualified elector whose place of ordinary residence was in your polling division on the first day of enumeration but was not enumerated. Add each name on the proper page, immediately below the last name.
- ADD on the proper page the names of those electors who have moved to this polling division after the first day of enumeration. THESE PEOPLE MUST APPLY TO YOU IN PERSON ON OR BEFORE WEDNESDAY, THE 19th DAY BEFORE POLLING DAY.
- CORRECT any mistake in the name or address of an elector. Do this neatly, making sure that it can still be read.
- STRIKE OUT by drawing a single line through the name of anyone who is not a qualified elector in this polling division.

You must remain at the place published on the Notice of Enumeration and Revision between 4 p.m. and 8 p.m. on Wednesday, the 19th day before polling day.

The revision is open to the public.

You will allow one representative of each candidate in your electoral district to be present ONLY to watch what takes place. - They have no right to take part without your permission.

4. FINISHING THE JOB

WHEN?

After 8 p.m. on Wednesday, the 19th day before polling day, there

are duties that you must carry out; the deadline for this is Friday, the 17th day before polling day.

HOW?

Check when
completed

☐

Prepare 3 copies of the STATEMENT OF CHANGES AND ADDITIONS (F.407).

- YOU MUST COMPLETE 3 COPIES EVEN IF NO CHANGES OR ADDITIONS WERE MADE.

- These copies should be typewritten, but if that is not possible, print clearly.

- The statement is in three parts: one each for changes, additions or deletions. Make each entry in its proper place in the form F.407. - If there are no changes, additions or deletions, complete the form by putting the word 'NIL' in each of the parts of the form.

☐

Certify every copy of the statement of changes and additions by completing the form at the bottom of the page and signing your name.

☐

Using the second brown envelope (E.5) deliver or send by registered mail to the returning officer:

- 2 copies of the statement of changes and additions

☐

Keep the third copy in order that any elector who wishes may see it and the preliminary list at any reasonable time.

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You have now completed the revision. You will be paid for your services and for expenses such as postage and registration fees.

